

## ADDITIONAL TECHNICAL GUIDANCE

### for Electronic Meetings of the Presbytery of Tampa Bay

**REVISED 2/18/2021**

#### BEFORE THE MEETING

1. **Watch for information on practice sessions in the weeks before the date of the meeting and plan to take part in one!**
2. **Use of Zoom is required.** Please download the appropriate software for your device from [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting).
  - a. If you don't already have a free Zoom account, you may want to create one. While not strictly necessary to enable all the meeting features and aids in maintaining the integrity of the meeting, it will make using Zoom and joining the meeting easier.
  - b. After you have created a Zoom account (or if you already have one), then register for the Presbytery meeting using the link you received. *Please be sure that the email address you use when registering for the Presbytery meeting is the same email address you used to create your Zoom account.*
3. **We encourage you to join the Zoom meeting on a desktop or laptop computer** using the "[Zoom Client for Meetings](#)" available at the link above. In order to participate meaningfully, you'll need high-speed internet access, speakers or other sound output device, a microphone, and a webcam built in or attached to the computer (use of the camera is optional but strongly encouraged as participants would be visible to each other when attending meetings in person).
  - a. **If joining by computer is not possible, a tablet or smart phone may be used** with the free "Zoom Mobile App" available from Zoom at the site above or your device's app store. The same requirements for sound and video described for desktop/laptop computers also apply to tablets and smart phones.
  - b. **If your computer does not have speakers and/or a microphone** (or a place to connect a headset), or if your internet is slow, dialing in by phone for audio *while using the computer to view the video* can work. See more on how to do that at [https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h\\_682f2e00-6a7c-4a5a-b20f-70b9b9012563](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_682f2e00-6a7c-4a5a-b20f-70b9b9012563).

#### ON THE DAY OF THE MEETING

1. **Plan to sign-in to Zoom and join the Presbytery meeting at least 30-45 minutes ahead of time** to give the clerks time to verify your registration and let you in from the electronic waiting room.
2. **When you first join the meeting from the electronic waiting room,**
  - a. **Make sure that your name is displayed in Zoom according to the requirements in paragraph 7 of the Special Rules document.** If you haven't already done so in your user profile in the Zoom software before joining the meeting, you can do it after joining the meeting by clicking on the "**Participants**" icon at the bottom of your screen.
    - i. **On a computer,** open the **Participants** list, hover over your name on the participants list, click **More**, and choose **Rename**. You can also change your name by hovering over your

own video image, clicking on the blue box with three dots in the upper right corner of your image, and choosing **Rename.**”

- ii. **On Android or iOS devices**, open the **Participants** list and then tap your name to rename yourself.
  - b. **Check to be sure that your sound and video are working.** After making sure your video and audio are working, please mute your microphones until or unless recognized by the moderator—and be ready to unmute yourself if someone calls on you!
3. **Next, if you’re using a PC or Mac**, click “Exit Full Screen,” resize the Zoom window to as big as you want it, and then click on the “Reactions” and “Chat” icons.
  - a. The “Reactions” button on the tool bar shows the “raise hand” (🙋), “yes” (✅), and “no” (❌) icons at the bottom. You’ll need those to seek recognition to speak and for voting during the meeting.
  - b. You’ll use chat if you need to pass a note to the Stated Clerk or electronic hosts during the meeting, or to submit the text of a motion before raising your hand to be recognized by the moderator.
4. **If you’re using an iPad, iPhone, or Android device**, tap on your screen, click on “. . . More” to access the raise hand and voting features. The chat feature may also require tapping on your screen and clicking on “. . . More” at the bottom of the screen if there’s not enough room to show all the icons. Use your device’s navigation buttons or gestures to switch back and forth.

### **AFTER THE MEETING STARTS**

1. **Keep your microphone muted** unless you’ve been called on to speak.
2. **Be ready to use the “raise hand” feature** if you want to speak or to use when directed to by the moderator to indicate a vote. The electronic hosts are responsible for lowering hands following votes; please *do not* lower your own hand after a vote.
  - a. When multiple participants are seeking recognition during debate on an item of business, once the moderator has called on someone all other hands raised may be lowered at the discretion of the moderator before asking if anyone else would like to speak. It is customary in debate for the moderator to seek alternating points of view.
    - i. If the moderator recognizes someone only to find they have a similar position to the last speaker, they may be asked to step aside to let another view be heard.
    - ii. If you have an “interrupting motion” (e.g. a point of order, a request for preference in recognition, etc.), you should immediately raise their hand *again* if it has been lowered by a host. If you not immediately recognized, you may unmute your microphone and say, “Moderator, I have a point of order” or “Moderator, may I be recognized for (reason)?”
3. **Voting might also be done another way** using the “yes” (✅), and “no” (❌) icons at the bottom of the participants list screen or using Zoom’s poll feature. Pay attention to the moderator for instructions if that happens.

**REMEMBER TO WATCH FOR AND PARTICIPATE IN A PRACTICE SESSION!**